



# ABANDONMENT APPLICATION



## APPLICANT

Name \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## PROPERTY INFORMATION

Assessor's Parcel # \_\_\_\_\_

Subdivision \_\_\_\_\_

Unit # \_\_\_\_\_ Lot # \_\_\_\_\_

Address/Location \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Zoning \_\_\_\_\_

Existing Land Use \_\_\_\_\_

Lot Size \_\_\_\_\_

## ABANDONMENT REQUEST

Please provide a brief description of the abandonment request.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## SUBMITTAL CHECKLIST

\$500 non-refundable filing fee.

The purpose of this fee is to pay for legal noticing and application processing.

A *typewritten* narrative describing the request and conformance to the findings for an abandonment. (*See reverse*)

A *typewritten* list of names and addresses of all property owners within 300 feet of subject property.

Signatures of each owner of property immediately adjacent to the property proposed for abandonment.

Thirty copies of the proposed plan—*scaled and dimensioned*—detailing the specific area for abandonment; the proposed distribution of abandoned property; and existing easements (utility, drainage, etc.).

All materials must be folded to fit in a legal-size file (8"x13") and labeled so that the applicant's name and project location are visible.

One copy of the Assessor's Map identifying the property proposed for abandonment.

Legal description of property to be abandoned prepared by a certified engineer or registered land surveyor.

## CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Department of Community Development access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.

 **Signature of Applicant**

\_\_\_\_\_ Date \_\_\_\_\_

OFFICE USE ONLY	
Received By _____	Date _____
Receipt # _____	Fee _____
Case # _____	
Related Cases _____	

COMMISSION ACTION	
<input type="checkbox"/> Approved with Conditions ( <i>see attachments</i> )	<input type="checkbox"/> Denied
Resolution # _____	Date _____
BOARD ACTION	
<input type="checkbox"/> Approved with Conditions ( <i>see attachments</i> )	<input type="checkbox"/> Denied
Ordinance # _____	Date _____



## **Requirements for an Abandonment**

---

### **PAYMENTS AND DEEDS**

Abandonment of public right-of-way requires the applicant to pay Coconino County fair market value for the abandoned property. The abandonment is not final until such payment is made and the appropriate deed is recorded.

### **FINDINGS**

Pursuant to Section 8.3 of the Coconino County Subdivision Ordinance, the Planning and Zoning Commission and Board of Supervisors must make the following findings in order to approve an abandonment request.

Applicants for an abandonment must provide an explanation of how their request meets the following criteria:

1. That said abandonment is in the interests of the general welfare of Coconino County.
2. That said abandonment would not prohibit or unduly inhibit access by the public-at-large, nearby property owners, and public utilities.
3. That said abandonment would not eliminate public accessways which may be presently in use or desirable for future use.

### **PUBLIC HEARINGS**

The Planning and Zoning Commission meets on the last Tuesday of every month. Deadline for filing is the Monday five weeks prior to the Commission meeting date. Please refer to the attached schedule for specific dates. Upon action by the Commission, the request is automatically forwarded to the Board of Supervisors for their final action, which will occur approximately six weeks after Commission action. Applicants will be notified by mail of the meeting dates, times, and place. An incomplete application may delay scheduling of the hearing.